



City of Chicago

Business Affairs and Consumer Protection

Public Vehicle Operations Division • 2350 W. Ogden, First Floor • Chicago, IL 60608
312-746-4200 • BACPPV@CITYOFCHICAGO.ORG • CHICAGO.GOV/BACP

HOW TO BEGIN RENEWING A PUBLIC CHAUFFEUR LICENSE ONLINE v.d 5.26.2020

- You may start the license renewal process by e-mailing a completed renewal license application form to BACPPV@cityofchicago.org with your current Court Purposes and Supervision Illinois Secretary of State Driving Record Abstracts. The renewal application form is available online at chicago.gov/bacp.
- Illinois Secretary of State Court Purposes and Supervision Driving Record Abstracts may be obtained online for a fee at www.cyberdriveillinois.com.
- If you meet the requirements for license renewal, you will be issued a Letter to Operate in Lieu of a Chauffeur License. This Letter to Operate may be used in lieu of a chauffeur license until the expiration date listed on the document.
- Before the Letter to Operate Expires, you must do the following.

Appear at Public Vehicle Operations Division (2350 W. Ogden Avenue, 1st Floor) with the following:

1. Original signed and dated license renewal application
 2. Original driving record submitted with the renewal application
 3. Current state driver's license
 4. \$5 license renewal fee
 5. Your expired chauffeur license and Letter to Operate
 6. A new photo will be taken at the facility for the new chauffeur license card
- You may be eligible to renew your state driver's license online. See information below regarding the Illinois Secretary of State's online services.
 - According to the Secretary of State, all expiration dates for driver's licenses, ID cards and vehicle registrations have been extended at least 90 days after the Governor's June 1st disaster proclamation executive order ends.

DON'T WAIT. RENEW ONLINE! 

**During the stay at home order,
go online for these essential services:**

- Renew your vehicle registration.
You'll need the registration ID and PIN, which are located on your renewal notice and registration card. Call 312-793-1010 if you need assistance.
- Renew your driver's license with the Safe Driver Renewal Program.
- Obtain a duplicate driver's license or ID card.
- Obtain a Driving Record Abstract.

Visit the Secretary of State's website at:
CYBERDRIVEILLINOIS.COM

JESSE WHITE
SECRETARY OF STATE